



Supreme Court of Tennessee

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

ELIZABETH A. SYKES
Director

TIM D. TOWNSEND
Deputy Director

June 25, 2007

TENNESSEE STATE COURT INTERPRETER ORAL EXAMINATION

The Tennessee State Court Interpreter Credentialing Program is pleased to announce that the **oral examination for languages other than Spanish, required for certification as a court interpreter by Tennessee Supreme Court Rule 42, will be administered on Saturday, August 25.** The examination will be offered in Arabic, Cantonese, French, Haitian-Creole, Hmong, Korean, Laotian, Mandarin Chinese, Portuguese, Russian, Somali, and Vietnamese. A combined Bosnian/Serbian/Croatian examination will also be offered.

The oral examination for languages other than Spanish is offered to candidates possessing "registered" court interpreter designation pursuant to Supreme Court Rule 42. If you do not recall the date you became registered and are unsure if you need to take the test to comply with Rule 42, please contact Sheila Morris.

TESTING LOCATION INFORMATION

Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, Tennessee 37219

1. Fill out the oral examination application form
2. Send a **NON-REFUNDABLE** check or money order made payable to the **Administrative Office of the Courts**. Be sure to note on the check that it is for the Court Interpreter Oral Examination. Tennessee resident test fee is \$150.00. The test fee for out-of-state residents is \$300.00.
3. Mail registration form and fee to: Administrative Office of the Courts, 511 Union Street, Suite 600, Nashville, TN 37219. *Attention: Sheila K. Morris*
4. **Your registration form and fee must arrive in the AOC's office no later than 4:30 p.m. on July 27, 2007.**

ADMISSION LETTERS

You will be sent a letter of admission confirming your scheduled testing session. If you have previously taken the oral examination in Tennessee and have passed one or two parts, you will not be required to re-take the parts of the examination you passed. Your letter of admission will confirm what parts of the examination you will be required to take. ***IF YOU HAVE NOT RECEIVED YOUR LETTER OF ADMISSION BY AUGUST 10, 2007, CONTACT SHEILA K. MORRIS AT (615) 741-2687.***

PLEASE DO NOT CALL THE AOC PRIOR TO AUGUST 10. CONFIRMATION LETTERS FOR ALL CANDIDATES WILL BE SENT ON THE SAME DATE REGARDLESS OF THE DATE THE AOC RECEIVES YOUR REGISTRATION FORM. THEREFORE, IT WILL NOT BE UNUSUAL FOR YOU TO RECEIVE YOUR CONFIRMATION FORM SEVERAL WEEKS AFTER YOU SEND YOUR REGISTRATION FORM.

If you require an accommodation and/or have special needs because of a qualified disability, or if you have questions or need additional information regarding this issue, please contact Sheila K. Morris at (615) 741-2687.

THE COURT INTERPRETER ORAL EXAMINATION

What to expect:

There will be a test administration supervisor who is responsible for oversight of the entire test administration process. It is the responsibility of the test administration supervisor to ensure that test security standards are maintained and that the tests are administered in accordance with these instructions/standards.

The supervisor will be assisted by a test registration clerk and a test proctor. The test registration clerk is the person to whom candidates report when they appear for the test. The clerk secures identification, registers the candidates, provides them with any necessary pre-test information, and maintains security in the waiting area. The test proctor is the person who will administer the examination to the candidate. The proctor will explain the test and operate the audio equipment which is used in administering the exam.

How to prepare for the test:

The AOC posts an oral examination manual on our website to assist candidates in test preparation. To access the manual, go to www.tncourts.gov. Once on the main AOC webpage, click on "Programs" and then on "Court Interpreters." Several entities are offering language neutral skills building courses. Please click on the "Continuing Education" link on the interpreter webpage to view these opportunities.

The structure of the test:

The oral exam has three parts:

1) Sight Translation – You will be given a document to translate orally from English into the target language. You will be given a second document to translate orally from the target language into English. Each document is approximately 225 words in length. You will have a total of six minutes to complete each task.

2) Consecutive Interpreting –This portion of the test consists of an audio tape recording from a transcript representing witness testimony. The examinees must interpret the testimony, acting exactly as if they were in court. This will involve interpreting from English into the target language (attorney's questions) and from the target language into English (witness' responses). You will have twenty-two minutes to complete this task. To prepare for this section of the examination, the National Center for State Courts recommends that you practice interpreting in the consecutive mode until you are able to interpret 45 to 50 separate utterances of varying lengths (up to 950 words total) within 20-22 minutes.

3) Simultaneous Interpreting – This portion of the test consists of an audio tape recording of a passage based on an attorney's opening or closing statement to a judge or jury, a discussion between a judge and an attorney, or a similar proceeding. You will simultaneously interpret this material from English into the target language. It is approximately 900 words in length and is recorded at an approximate speed of 120 words per minute. This portion of the test takes approximately 10 minutes, with instructions and preparation, and the recording lasts approximately 7 minutes.

Your response to each part of the examination is recorded on audiotape by your test administrator. Your exam will be graded by professional interpreters who have been trained to rate oral exams under the auspices of the National Center for State Court's Consortium for Court Interpreter Programs.

The entire exam takes approximately 40-45 minutes.

What you MUST bring to the testing session:

- Letter of Admission
- Positive Photo Identification (This must be a driver's license or passport. An interpreter photo identification card is NOT sufficient.)
- Social Security Number

YOUR REGISTRATION MATERIALS MUST ARRIVE BY 4:30 P.M. ON JULY 27, 2007. THERE ARE NO EXCEPTIONS TO DEADLINE.

REGISTRATION FORM
Tennessee State Court Interpreter Credentialing Program
Oral Performance Examination for languages other than Spanish
AUGUST 25, 2007

REGISTRATION MUST ARRIVE AT THE AOC NO LATER THAN
4:30 P.M. ON JULY 27, 2007

Name: _____ Social Security No.: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____ Fax: _____

Have you taken the oral examination previously? ____ yes ____ no If yes, when and where did you take the examination (include all previous testings whether in Tennessee or in another state):

Tennessee resident test fees for one-year testing cycle (July 2006—June 2007) are as follows:
\$150.00 first test, \$200.00 second test, \$300.00 third test.

____ I AM A RESIDENT OF TENNESSEE and I have enclosed my **NON-REFUNDABLE** check or money order for \$ _____ made payable to the Administrative Office of the Courts.

____ I AM NOT A RESIDENT OF TENNESSEE and I have enclosed my **NON-REFUNDABLE** check or money order for \$300.00 made payable to the Administrative Office of the Courts.

____ In compliance with the Americans with Disabilities Act, please let us know if you require any modifications due to a qualified disability:

____ I have particular schedule concerns that the AOC needs to be aware of in making the examination schedule assignments:

Please send this completed form to:

Tennessee Administrative Office of the Courts
Nashville City Center, Ste. 600
511 Union Street
Nashville, TN 37219
ATTN: SHEILA K. MORRIS

YOUR REGISTRATION MATERIALS MUST ARRIVE BY 4:30 P.M. ON JULY 27,
2007. THERE ARE NO EXCEPTIONS TO DEADLINE.